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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, September 30, 2004

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Bob Burke, Idaho Dept. of Lands
- Mike Candelaria, Bureau of Land Management
- R. Dan Charboneau, Idaho State Police
- Jay Christensen, Idaho Dept. of Correction
- John Cline, Idaho Military Division
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Mark Hilton (for Steve Jenkins), National Interagency Fire Center
- Greg Laragan, Idaho Transportation Department
- Shana Munroe (for Dia Gainor), Idaho Dept of Health and Welfare
- Scott Reinecker, Idaho Dept. of Fish & Game
- Joe Roche, Dept. of Administration
- Steve Southwick, Idaho Sheriffs Association

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Bruce Branlund, Motorola
- Nathan Bentley, Information Technology Resource Management Council
- Drew Bodie, Boise County Sheriff
- Bob Cagle, SSC SD/ICTAP
- Keith Cook, Motorola
- Ann Cronin, Emergency Communications Commission
- Ed Flagan, Mtn. West Communications
- Bart Hamilton, Ada County Sheriff's Office
- Doug Harder, ICTAP/ODP
- Jason Heger, ICTAP/ODP
- Chet Hilliard, ICTAP/ODP
- Matt Howarth, Motorola
- Scot Maring, Idaho Dept. of Administration



- Mike Nelson, Boise Police Dept.
- Nick North, ICTAP/ODP
- Stan Passey, Idaho State Police
- Jim Price, Idaho Dept of Administration
- Les Shadduck, Ada County Sheriff's Office
- Trish Stack, Office of the Governor
- Reggie Thorpe, Shoshone-Bannock Tribes EM
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions – Chair Lockwood

Chair Lockwood called the meeting to order at 9:00 AM, an attendance sheet was passed around. Attendees and guests introduced themselves. There was a full quorum present.

Report on BHS trip to Florida

Gary Ward, Grants/Cost Recovery Specialist with the Idaho Bureau of Homeland Security, stopped by briefly to inform the Council of his recent return from a two week Bureau of Homeland Security trip to Florida—right in the middle of Hurricane Ivan. He said that he realized, again, how vital communication is. People needed water, food and ice and it was his job to get it for them. He had to do it without any communications. The County Sheriffs had their radios, but there was not any back up for relief workers. The ham radio operators were set up at many shelters and were vital in helping them to communicate; however, there weren't enough of them to go around.

Review & Approve Minutes – Chair Lockwood

Corrections are as follows:

On page 1 and page 5 Greg Zickau's name was misspelled. Motion made by Charboneau to accept minutes as corrected, seconded by Southwick. The motion passed by a unanimous vote.

Technical Committee Report – Jerry Goetz

The committee researched websites for information and found SAFECOM to be a very good resource for terms and definitions. The Council was provided with a copy of *Informational Material—Local and Regional Interoperability* printed from the SAFECOM website. The committee is in the process of requesting permission from SAFECOM to put the document or a link to the document on the website. The committee came up with definitions for Interoperability, Non Project 25 Radio, Project 25 Capable Radio, Project 25 Equipped Radio and Project 25 Common Air Interface (CAI) located on page 16 of the handout (www.siec.id.gov). The definition of interoperability was modified from the SAFECOM version to better fit the intent of the SIEC. Southwick made the motion to accept the definitions with the changes the Council had discussed, leaving open the possibility for future modification; seconded by Roche. The motion passed by a unanimous vote. (The definition for interoperability was revisited at the end of the meeting).



The Technical Committee was asked by the Idaho Bureau of Homeland Security to provide a cursory review of a proposal received by the IBHS for Boise County. The Technical Committee did a cursory review and sent the information back to the IBHS. Goetz provided the Council a presentation on the Technical Committee's recommendation regarding a Master Site.

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The presentation was followed by much discussion. Bishop informed the Council that Eastern Idaho counties have come together and agreed to forgo other purchase opportunities in order to purchase radio equipment supporting an Eastern Idaho interoperable system. Bishop noted that kind of cooperation is unprecedented. Bishop then asked the Technical Committee if a Master Site would create an impediment to the work of the SIEC at this time, the response was it would not.

Lockwood stated a Master Site could tie into the State's digital backbone that is available. It will support any number of frequencies in the spectrum as well as data. It is frequency agnostic. There are desperate systems within the state. A means for access to a statewide system must be provided, giving agencies access should they choose. The Council's charge is, through the Executive Order of the Governor, to help develop and build partnerships, and to put in place a statewide system that all entities have the ability to use.

Bishop stated that the Master Site may or may not become part of the overall solution, but it will provide an opportunity to test its ability. It is not proposed to be **the** solution or the equipment on which the state system must be based. The IBHS is supportive of local jurisdictions and systems that allow open architecture, as is the SIEC.

Charboneau turned the discussion to the finite resources available to the SIEC, and the Office for Domestic Preparedness (ODP) Interoperable Communications Technical Assistance Program (ICTAP), to think about where the SIEC will focus its efforts. He asked if the Council is going to continue to review individual entities solutions. He feels that the SIEC should not be concerned with individual agency plans. They should be putting their resources into developing a statewide plan.

Bishop stated that his intention was to emphasize a sense of urgency. The urgency is to be as prepared as possible for any major incident anywhere in the state. If the SIEC needs more resources, this has to be identified. He'll do his best to get resources if identified.

Lockwood asked the Council if they feel that the purchase of a Master Site would inhibit their move toward a statewide system. No one indicated that it would.

Utah Communications Agency Network (UCAN) – Steve Proctor

[Click to view PowerPoint Presentation](#) (This may take a little longer to load)

Cost Structure Models

ILETS – Dawn Peck, Idaho State Police

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Microwave Services – Joe Roche, Department of Administration

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Assessment Update / Site Visit Update – Bob Cagle, ODP / ICTAP

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At the conclusion of the presentation, Cagle stated that, after watching Proctor's presentation, if the Council feels they need ICTAP to do anything in addition to what they are currently doing, to let him know. He also stated that if something is happening in any of the surrounding states that might affect Idaho, ICTAP will bring it to the attention of the Council. Charboneau expressed his concern that ICTAP is being spread too thin. He wanted to make sure and that they will be available to the SIEC and that they won't have to compete with other entities inside the state. Linder-Collier was asked to contact Proctor and request a Scope of Work Document. The Council could evaluate the document and if it is determined that there are gaps that ICTAP can't fill because of their charter, the Council can request the additional resources that Bishop mentioned earlier in the meeting to complete the task.

Linder-Collier informed the Council that the assessment survey that was sent out in April has stalled. Approximately 500 surveys were sent out, only about 40 responses have been received. She suggested the possibility of outsourcing the collection of data. She asked for advice as to how we can "jump start" getting the assessment data. Lockwood suggested that each Council member follow-up with their respective organizations. Allcott suggested that they make contact with the county sheriff's office or any large city in the county to obtain the requested information. Cline suggested that Linder-Collier start putting together an RFP and that the Council should review what they do have, determine what they don't have and make contact with each county to determine who the point of contact is and make contact to get the information. Passey clarified the difference between what the Area Field Officers (AFO) are collecting compared to what the SIEC survey is collecting. The document that is on the website is contact information. The assessment that the AFO's are collecting is designed to facilitate a concept design. It is the information that ICTAP needs to finish their assessment. Halverson expressed her concern about entities being overwhelmed with requests for information. The Council needs to figure out a way to request the information only once. Passey expressed that the only way to accomplish that would be to hire a consultant, which is what UCAN did. Linder-Collier requested that the Council see how far they get in the next two weeks and that she will start putting together an RFP.

Emergency Communications Commission Update – Ann Cronin

Cronin gave a brief history of the development of the Emergency Communications Commission. The commission is charged with assisting cities, counties, and emergency responding jurisdictions with implementing E-911 in Idaho. They have had two meetings that were organizational in nature. Mayor Nancolas, City of Caldwell, is the Chair, Representative Wills is the Vice-Chair, Cronin is the Commission Secretary, and David Moore, Chief of Police of Blackfoot, is the Commission Treasurer. Some of the issues facing the commission are technology, governance, and education. Of immediate concern is how the Commission will

function and how to fund their organization. The Commission decided to assess the full 1% of the total emergency communications fees that the counties take in allowed by the Idaho Communications Act. Counties have been informed of the decision by letter. The next meeting of the Commission will be October 7th. They will discuss funding, design their mission and vision statement, and design a communications plan. The last fifteen minutes of each meeting will be an open-comment period for attendee's to express what is on their mind—relative to the Commission. She anticipates that in the future there will come a time when the Commission will have the ability to share some resources and successes with the SIEC.

700 MHz Regional Planning Committee (RPC) Update – Bart Hamilton

The 700 MHz Technical Subcommittee has completed their work in developing a draft plan. The plan will go to Les Shadduck then will be sent to the RPC and to the SIEC for review and approval. A member of the Wireless Bureau of the FCC has offered to do an unofficial review of the plan which will be of great benefit and will speed the process up. Hamilton will send the plan out for a 30-day review and would like comments and suggestions for any necessary changes. At that point the RPC will vote for acceptance of the draft.

Operation Road Trip – Chair Lockwood

The Idaho Department of Transportation (IDOT) is planning a bypass that will go around the City of Sandpoint along the Sandcreek Peninsula. IDOT purchased the Lakeside Inn because it is in the path of the byway, the facility is being used for emergency services training before being torn down. Five training tracks have been developed for all of the disciplines: law enforcement, fire, EMS, rescue, and Haz-Mat. On October 29th all participating agencies will join together to stage a large-scale terrorist and biochemical event over a 12-hour period. Motorola, at no charge, provided a VHF, UHF, 700 MHz trunked completely interoperable system on site including 48 handheld radios. This has provided an opportunity to experiment with the radios in real field conditions. They are being testing in different terrain, different densities, different times of the day and night and inclement weather. Lockwood invited Council members to participate in the exercises.

Other Business

NGA Policy Academy Application – Dodie Linder-Collier

Linder-Collier had mentioned the NGA Police Academy application in previous meetings. Additional information on selection is not yet available.

SIEC Presentation / Activity Schedule – Dodie Linder-Collier

On September 22, 2004, Linder-Collier provided two SIEC outreach presentations at the Idaho Prepared! Conference, at the invitation of Council Member Halverson. Each presentation was well-attended and received above-average evaluation marks according to Halverson. Lockwood and Linder-Collier also gave an SIEC outreach/education presentation at the Idaho Sheriff's Association meeting in Coeur d'Alene, September 24, 2004. On October 15th a ten-county Homeland Security conference will be held in Orofino, the SIEC is on the agenda. In addition, the SIEC is on the agenda for the same in Rexburg. Lockwood and Linder-Collier will attend a colloquium in Denver, October 25-27 where 700 MHz, 800 MHz, CAPRAD, and SIEC

information will be discussed at a national level.

Legislative Presentation – Chair Lockwood

Lockwood reported that at the June 2004 SIEC meeting, Representative Langhorst invited the SIEC to discuss making a presentation to the Idaho Legislature. The planning and implementation of this event was assigned to the Outreach Committee. Shana Monroe accepted the assignment on behalf of Dia Gainor. Lockwood requested at the October 28 SIEC meeting, the Outreach Committee provide an overview of what the SIEC has accomplished over the past year, where the committee is currently, and where they plan to go, along with plans for the Legislative event.

Newsletter – Chair Lockwood

The inaugural issue of an SIEC newsletter, which was previously distributed to the Council members, was discussed. The request was made for any comments or suggestions. Goetz expressed concern about a three-day response time to questions submitted to the Council and requested that the newsletter just request questions and not state a response time.

Spectrum – Chair Lockwood

Lockwood encouraged any Council members who were not currently receiving Spectrum, the newsletter of the National Public Safety Telecommunications Council (NPSTC), to go on line at <http://www.npstc.org> and signup to automatically receive a copy each month through email.

Planning for next meeting – Chair Lockwood

The next meeting will be October 28, 2004. Due to holidays in November and December, the meeting dates will be moved forward one week to November 18, 2004 and December 16, 2004. The Council will resume meeting on the fourth Thursday of every month in January, meeting on January 27, 2004. These meetings will take place at Gowen Field, Building 578, 9AM-3PM.

Definition for Interoperability Revisited

The definition of interoperability was put up on the screen and the Council collaborated on writing the definition. The result was:

Interoperability:

“The ability of public safety service and support providers which include federal, state, local and tribal agencies such as – law enforcement, firefighters, EMS, emergency management, public utilities, transportation and others – to communicate via voice and/or data on demand and in real-time.”

Roche made the motion to accept the definition, seconded by Southwick. The motion passed by a unanimous vote.

Adjournment – Chair Lockwood

A motion was made by Laragan to adjourn, seconded by Cline. The motion passed by a unanimous vote.